

REPORTS INVENTORY

SRB 138 B

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

138 B PSI NOTIFC. FORM 560

2. TYPE OF REPORT
STATISTICAL
NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA	✓ PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	
	MEDICAL	FINANCE	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)
Monthly			
7. FORMAT (memorandum, form computer printout, etc.)		8. ADP PROCESSING	
CP-O		✓ YES	IF YES GIVE ADP PROCESSING NO.
		NO	P-25
9. PREPARING COMPONENT (include lowest level contributing information to report)		10. FEEDER REPORTS (state total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	COST PER REPORT	X TIMES PREPARED	COST PER YEAR
GS-06-3	4.21	.57	2.40	12	28.80

B. COSTS OF COMPUTER PRODUCED REPORTS

		90.00	12	108.00
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TOTAL COSTS PER YEAR

5 136.80

11. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
RETAIN AS IS CHANGE DISCONTINUE	MAN-HOURS	DOLLARS
DATE OF INVENTORY	STAT	
7 OCT 1970		